

**GOVERNMENT OF ANDRHA PRADESH
ABSTRACT**

Establishment., - Finance Department – Permission to encashment of earned leave to Smt J.Sailaja, Section Officer –Orders – Issued.

FINANCE (OP.I) DEPARTMENT

G.O.Rt.No. 4260

**Dated:01-12-09
Read the following:**

1. Cir.Memo.No.10472/C/199/FR.I/2009, Finance (FR-I) Dept.,
Dated:29-04- 2009.
- 2 .Application from Smt J.Sailaja, Section Officer.

In terms of orders issued in the reference first cited, the Smt J.Sailaja, Section Officer of Finance department is permitted to surrender Earned leave as shown in the Annexure to this order. The details of Surrender Leave are shown in the annexure.

2. Certified that the encashment of earned leave now permitted for the Financial year 2009-2010 has not been sanctioned and availed by the individual earlier.
3. Necessary entries have been made in the S.Rs. of the concerned.
4. Finance (Claims) Department shall draw and disburse the surrender leave salary to the concerned individual for leave surrendered by her through ECS.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M. SUBRAHMANYAM
DEPUTY SECRETARY TO GOVERNMENT

To
The Individual,.
Copy to :
Finance (Claims) Dept.
Dy.P.A.O., Sectt., Br. Hyd.,
SF/SCs

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE TO G.O.RT.NO. 4260 , FINANCE (OP.I) DEPARTMENT

DATED: -11-2009

Sl.No	Name and Designation	Surrender of leave availed previously From To		Surrender of leave availed now From To		No. of days Surrender ed	Balance of Earned leave as on 31-12- 09
1.	Smt J.Sailaja, Section Officer	03-11-08	17-11-08	03.12.09	17.12.09	15	93